Nichi Bei
Day of Giving

Instructions for setting up your personal peer-to-peer fundraising page
First of all - Thank you!

• On behalf of the Nichi Bei Foundation Board and Staff we would like to express our greatest appreciation to you for taking the time to help us fundraise for the organization.

• Funds raised through the Day of Giving will focus on recovery from cancelled fundraisers and lost advertising, building our staff’s capacity, establish a reserve fund and to build our legacy for future generations, as well as to help fund special projects/funds.

• With your support we are able to continue our mission of keeping our community connected, informed and empowered
Nichi Bei Day of Giving

• The official Nichi Bei Day of Giving is September 7, 2020, however, fundraising has already begun.
• The Day of Giving is an interactive fundraising campaign which involves online peer-to-peer fundraising and community engagement through a day long online fundraising event.
• Participants can create individual fundraising pages to help raise funds for the Nichi Bei Foundation, toward certain Nichi Bei programs, or funds (including an Internship Fund, the Wayne Maeda Educational Fund and KW Lee Reporting Fund).
• Participants can also join existing fundraising teams or create fundraising teams with family and friends.
• Matching grants will help to facilitate more individual fundraising.
Getting Started

• To create your personal fundraising page you will need:
  • A computer with internet access
  • A personal e-mail address
  • This tutorial
Click the following link to be directed to the Nichi Bei Foundation DonorView Peer to Peer Portal to set up your fundraising account

https://app.donorview.com/8WwOn
The link will direct you to the sign up page – this page will allow you to set up your personal account log-in information. If you have an account, please skip to slide 13.
Fill in your **first name, last name, e-mail address, password** (twice) then type in the letters shown in the box at the bottom of your screen, it is case sensitive.

Setting up your account
Once you sign up, you will see a page that looks like this:

**Setting up your account**
Check your e-mail inbox and locate the e-mail from “support@donorview.com” the subject will be “Welcome to our portal”

Setting up your account
Click on the link provided in the e-mail

Setting up your account
The link will redirect you to a confirmation page

Setting up your account
Click on the login link to access the site

Setting up your account
The login link will redirect you to the Nichi Bei donor portal on Donorview. Enter your log-in information.
It will direct you to “My Profile” which you will customize with your information. This information will be used to create your personal fundraising page.

Establishing the basics of your account
You have the option of starting a team or joining a team. **This is optional.** If you would like to fundraise with a group you can use this feature.

Establishing the basics of your account
You can locate your personal fundraising page link in blue. You can copy and paste this link to any e-mails or on social media to direct people to your page.

Establishing the basics of your account
Indicate your fundraising goal. This goal will display on your page as a bar graph. Any amount is appreciated!

Establishing the basics of your account
You can select a color theme for your page. Choose whichever color scheme appeals to you!

Establishing the basics of your account
You will be given the option to share “My personal story” where you can tell potential donors about why Nichi Bei matters to you and why you are asking for their support.

Type your personal message in this box. This is optional but highly encouraged!

Personalizing your account
You may also create a “gallery” to display any photos or videos that you would like your donor circle to see. This is great for potential donors who are not familiar with Nichi Bei’s work.
You can simply link a video from YouTube by typing in the URL or Website here. You may consider this 10-year Nichi Bei retrospective video: [https://youtu.be/NKyQmGJz_Yc](https://youtu.be/NKyQmGJz_Yc)
You can also upload photos from your computer by clicking on the button
You can locate your photo from your computer files then select it to be added to your profile.

Personalizing your account
Once you get your page going you can view all of your supporters by clicking the “My Supporters” tab on the left.
You can also send updates to your supporters through the “My Updates” tab on the left. Samples of updates may include added matching grants, giveaways or other general comments.
Thank you!!

On behalf of the Nichi Bei Foundation Board and Staff, we want to thank you again for participating in the Nichi Bei Day of Giving and especially for taking the time to help us raise important funds! We are so grateful!